

Staffing Allocation Worksheets

Statutory References

These worksheets are a tool to help simplify your staffing allocation process. These worksheets include the class size maximums required by statute and regulations. Enter the data based on your district's staffing allocation formula for the school and the enrollment levels at the school. The worksheet will calculate the teacher to student allocation per grade span. Note: these worksheets' formulas are based on the maximums.

KRS 157.360(4)

(a) Except for those schools which have implemented school-based decision making, the commissioner of education shall enforce maximum class sizes for every academic course requirement in all grades except in vocal and instrumental music, and physical education classes. Except as provided in subsection (5) of this section, the maximum number of pupils enrolled in a class shall be as follows:

1. Twenty-four (24) in primary grades (kindergarten through third grade);
2. Twenty-eight (28) in grade four (4);
3. Twenty-nine (29) in grades five (5) and six (6);
4. Thirty-one (31) in grades seven (7) to twelve (12).

(a) Except for those schools which have implemented school-based decision making, class size load for middle and secondary school classroom teachers shall not exceed the equivalent of one hundred fifty (150) pupil hours per day

KRS 157.360(13)

Except for those schools which have implemented school-based decision making and the school council has voted to waive this subsection, kindergarten aides shall be provided for each twenty-four (24) full-time equivalent kindergarten students enrolled.

702 KAR 3:246 Section 2(1)

The local school district shall provide notice to school councils of a tentative allocation by March 1 and notice of an updated allocation by May of each year for the funds and positions identified in Sections 4, 5, 6, and 8 of this administrative regulation for the next budget year in accordance with this administrative regulation.

702 KAR 3:246 Section 4(2)

Any revisions of staffing policy or guidelines for the next school year shall be adopted by the local board and submitted to the Kentucky Department of Education by May 1 of each year.

KRS 158.102(2)(a)

Schools shall employ a school media librarian to organize, equip, and manage the operations of the school media library. The school media librarian shall hold the appropriate certificate of legal qualifications in accordance with KRS 161.020 and 161.030. A certified school media librarian may be employed to serve two (2) or more schools in a school district with the consent of the school councils.

Understanding KRS 157.360

When updating the staffing allocation formula, boards of education must adhere to guidelines in KRS 157.360. Base funding levels include:

- 24:1 for primary grades
- 28:1 for grade 4
- 29:1 for grades 5 and 6
- 31:1 for grades 7 to 12 [KRS 157.360(4)(a)]

An addition to these base level is a requirement for secondary schools that includes a maximum of 150 per-pupil hours [KRS 157.360(4)(b)].

Two parts of the staffing base funding levels can cause confusion for school council members and others in the school community: base levels for primary grades and the 150 per-pupil hours for secondary schools. Note that school councils are not bound by these maximum class size limits once the allocations are received by the school. School councils determine, within the number of staff allocated, the job classifications for each of the positions.

Primary school is defined in KRS 158.031 as being multi-aged groupings. To this effect, the allocation of staff for primary school is based on the total number of students included in an enrollment from the time they enter school (i.e., kindergarten) to the time they exit (i.e., grade 3). Therefore, as a school district determines the staff for the primary grades at an elementary school, the school district will add the total number of students in the primary grades as a whole and then divide by a maximum of 24 (number can be lower based on district choice in the allocation formula) to get the number of teacher positions. For elementary schools that have determined that they will have a graded primary program, this may mean that one grade may have more than 24 students per classroom teacher and another grade may have less than 24 students per classroom teacher.

In the second case, when this statute was enacted, most secondary schools operated on a six-period day. Scheduling concepts such as alternative models and block schedules were not factored into legislation. Once the base level funding language is added into the staffing allocation formula, class size loads for middle and secondary school classroom teachers cannot exceed the equivalent of 150 pupil hours per day. This means that each classroom teacher who is allocated to grades 7-12 cannot have more than 150 per-pupil hours. One-hundred-fifty per-pupil hours of instruction during a

six-hour school day would yield a ratio of 25:1.

If you have questions concerning staffing allocations, contact Sharma Aitken.
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Directions

Fill in the School's Name.

Note: all calculations are done to the nearest tenth of a position. Those cells that are shaded have formulas that will calculate.

Section 1:

As required by KRS 158.102(2)(a), each school must have a media librarian. Insert the FTE for this position. The position of the principal and the media librarian cannot be changed by the school council.

Section 2:

Insert the number of students per grade span. For primary grades, add the students from entry level (P1) to grade 3 (P4/P5). Ratios are default to the maximums listed in KRS 157.360(4)(a). Seventh through twelfth grade has a default ratio of 25:1 to cover the 150 per pupil hours as required by KRS 157.360(4)(b). Ratios will be calculated automatically.

Section 3:

Based on the district's staffing allocation formula, insert any additional staff allocated. Note that the job classification of these staff members will be determined by the school council and may be adjusted during these discussions.

Section 4:

Insert any allocated classified staff member. For kindergarten assistants, allocate based on an FTE of 24:1. These are additional classified staff members above and beyond those required through an IEP determination.

Section 5:

Staff members will automatically calculate in these sections. This total will be the amount of staff allocated to the school council as part of the May 1 allocation.